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ABSENTEEISM

11-1

Constas, K. and R. P. Vichas.

An interpretative policy-making model of absenteeism with reference to the marginal worker in overseas plants. Journal of management studies (Gt. Brit.), 17:149-163, May 1980.

Descriptors: *Absenteeism / *Absenteeism--Research / Puerto Rico.

11-2

Cushing, David.

What you can tell the president about absenteeism. Training, 17:30+, September 1980.

Descriptors: *Absenteeism / *Absenteeism causes / *Absenteeism control.

11-3

Spencer, Daniel G. and Richard M. Steers.

The influence of personal factors and perceived work experiences on employee turnover and absenteeism. Academy of Management journal, 23:567-572, September 1980.

Descriptors: *Absenteeism--Research / *Labor turnover--Research.

ATTITUDE SURVEYS

11-4

Service views count. Foreign Service journal, 57:9+, September 1980.

Includes survey of more than 1,100 Foreign Service people, p. 24-26.

Descriptors: *Foreign service officers--Attitudes / Surveys.

AWARDS

11-5 Ic26.6 .P92p 1980

1980 Presidential Rank Awards for the Senior Executive Service. Washington, 1980. 1v.

Also issued as Office of Personnel Management news release, September 9, 1980.

Remarks of President Jimmy Carter at this awards ceremony, September 8, 1980, appeared in Weekly Compilation of Presidential Documents, 16:1697-1699, September 15, 1980.

Descriptors: *Senior executive service / *Public administration--Awards / Federal government.

CAREER PLANNING

11-6

Williams, Richard S. and Clive A. Fletcher.

A field study of the content and outcomes of career development interviews conducted within a large organization. Journal of management studies (Gt. Brit.), 17:214-226, May 1980.

Descriptors: *Employee development / *Interviewing--Evaluation / Great Britain--Civil service.

CAREER STAFFING

11-7

Wysocki, Bernard, Jr.

More firms avoid hiring M.B.A.s due to high pay, other problems. Wall Street journal, 196:23, September 12, 1980.

Descriptors: *Master of business administration degree recipients--Employment / *Recruitment.

*U.S. GOVERNMENT PRINTING OFFICE: 1980-0-341-378/8

CHANGE, ORGANIZATIONAL

11-8 Id72 .B89m

Burack, Elmer H. and Florence Torda.
The manager's guide to change. Belmont, Calif., Lifetime Learning, 1979. 235p.
Descriptors: *Change, Organizational / Executives--Responsibilities.

11-9

Kozoll, Charles E., Robert P. Means and Phyllis B. Weichenthal.
Staff development and organization development: an analysis of their interaction in a community-college setting and resulting changes. Group & organization studies, 5:353-367, September 1980.
Descriptors: *Change, Organizational / *Organization development / *Employee development / Part-time workers / College professors.

11-10

Powell, Gary N. and Barry Z. Posner.
Managing change: attitudes, targets, problems, and strategies. Group & organization studies, 5:310-323, September 1980.
Descriptors: *Change, Organizational / *Organization development / *Intervention techniques.

CIVIL SERVICE

11-11 Ic203 .C12K58d

King, Greg.
Deliver us from evil; a public history of California's civil service system. Sacramento, Calif., State of California, Office of Planning and Research, 1979. 100p.
Descriptors: *California--Civil service / *Civil service history / *Civil service reform--History.

CIVIL SERVICE, FEDERAL

11-12

Thurston, Jeffrey J. and Gail Williamson.
"Demonstration projects proposed under the Civil Service Reform Act (Title VI) and experiments under existing regulations." Classifiers column (Classification and Compensation Society), 11:3-4, July 1980.
Descriptors: U.S. Department of the Navy / *Productivity--Research / U.S. Internal Revenue Service / *Performance evaluation--Research / Position classification--Research / *Incentive pay--Research / Federal government.

11-13 Ie11.1 .Un95m

U.S. Department of the Army.
Management implications of the Civil Service Reform Act (CSRA). Final report, 1978-1979. Prepared by John O. Moser. Washington, 1979. 24p. (ADA081857)
Descriptors: *Civil service reform--Law and legislation / *Personnel administration / Federl government / U.S. Department of the Army.

11-14 M-Fiche

U.S. General Accounting Office.
First-year activities of the Merit Systems Protection Board and the Office of the Special Counsel. Report to the Congress by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1980. 61p. (B-196599)
Descriptors: *U.S. Merit Systems Protection Board--Administration--Evaluation / *Civil service--Administration--Evaluation / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

11-15 Ia11.15 .Un35fi 1980

U.S. Office of Personnel Management.
Federal Job Information Centers; directory, July 1980. Prepared by Staffing Services Group. Washington, U.S. Govt. Print. Off., 1980. Leaflet. (BRE-9; CON 111-47-3)
Descriptors: *Employment services--Directories / *Information services--Directories / Federal government.

11-16 Ia11 .W43b

Weinstein, Deena.
Bureaucratic opposition; challenging abuses at the workplace. New York, Pergamon, 1979. 145p. (PPS-12)
Descriptors: *Bureaucracy / *Whistleblowing / Federal government / Organizational commitment.

CIVIL SERVICE, FOREIGN

11-17

Wilding, R. W. L.
The civil servant as policy adviser. Management services in government (Gt. Brit.), 35:117-122, August 1980.
Descriptors; *Great Britain--Civil service / *Executives--Responsibilities / *Policy formulation / Government employees--Responsibilities.

CIVIL SERVICE, INTERNATIONAL

11-18 Ie11.7 .Un3r 1979

United Nations. International Civil Service Commission.
Report of the International Civil Service Commission; general assembly official records: thirty-fourth session. New York, 1979. 165p.
Descriptors: *International civil servants--Pay / *Pensions--Comparative studies / International civil servants--Retirement / Position classification--Comparative studies.

COMMUNICATION

11-19

Levine, Edward L.
Let's talk; effectively communicating praise. Supervisory management, 25:17-25, September 1980.
Descriptors: *Communication in personnel management / *Praise.

COMPENSATION

11-20 S/I

Cohen, Kenneth S.
Section 4(f)(2) of the Age Discrimination in Employment Act: age discrimination in employee benefit plans. Western New England law review, 2:379-452, Winter 1980.
Descriptors: *Age discrimination--Law and legislation / *Fringe benefit administration / *Retirement benefits--Administration / U.S. Equal Employment Opportunity Commission--Rules and practice / U.S. Department of Labor--Rules and practice.

11-21

Foss, Robert T., Jr.
Layering and pay compression; a look at industry and government. Classifiers column (Classification and Compensation Society), 11:11, July 1980.
Descriptors: *Pay compression / Senior executive service / Performance-based pay / Federal government.

COMPENSATION (Cont'd)

11-22
Greene, Richard.
Geographic wage indexing for CETA and Medicare. Monthly labor review, 103:15-19, September 1980.
Descriptors: *Pay administration / *Geographic differential / Public service employment.

11-23
Hunt, Eugene H. and George R. Gray.
The management of compensation--part two. Management world, 9:32-33, September 1980.
Part one appeared in Management World, 9:29-30, July 1980 (Personnel Literature, item 9-30, September 1980).
Descriptors: *Compensation administration.

11-24 Ie59 .In8p 1980
International Personnel Management Association.
Pay rates in the public service; survey of 62 common job classes in the public sector. Washington, 1980. 62p.
Descriptors: *Pay--Statistics / Pay surveys / Federal government / Local government / State government.

11-25 Ie418 .N21u
National Manpower Institute.
An untapped resource: negotiated tuition-aid in the private sector, by Ivan Charner and others. Washington, 1978. 96p.
Descriptors: *Tuition-aid plans / Adult education / Training.

11-26
U.S. President, 1976- (Jimmy Carter)
Military Personnel and Compensation Amendments of 1980. Remarks on signing H.R. 5168 into law. September 8, 1980. Weekly compilation of Presidential documents, 16:1665-1667, September 15, 1980.
Descriptors: *Military personnel--Pay--Law and legislation / *Compensation--Law and legislation / *Pay--Law and legislation / Fringe benefits.

11-27
When workers strike the company they own. Business week, p. 39+, September 22, 1980.
Descriptors: *Stock purchase plans / *Union members--Attitudes / Strikes.

11-28
Zalusky, John.
Cost-of-living clauses: always playing catch-up. AFL-CIO American federationist (formerly American federationist), 87:11-16, August 1980.
Descriptors: *Cost of living increases / *Labor contract / *Collective labor agreements--Administration--Evaluation / Cost and standard of living.

CONSULTANTS

11-29
Cody, Thomas G.
Consulting: government's layer cake solution. Government executive, 12:42+, September 1980.
Descriptors: *Government consultants / *Consultants / Federal government / *Contracts, Government.

CONSULTANTS (Cont'd)

11-30 Ic26.4 .M87c

Mtewa, Mekki.

Consultant connexion; evaluation of the Federal consulting service. Lanham, Md., University Press of America, 1980. 1v.

Descriptors: *Government consultants--Evaluation / Federal government.

COUNSELING

11-31

Gray, Janet D.

Counseling women who want both a profession and a family. Personnel and guidance journal, 59:43-45, September 1980.

Descriptors: *Counseling / *Women professional employees--Psychology / *Married women--Psychology / Stress, Psychological.

11-32 S/I

Hollmann, Robert W.

Managing troubled employees: meeting the challenge. Journal of contemporary business, 8:43-57, no. 4 1979.

Descriptors: *Problem employees / *Employee counseling / *Problem employees--Personnel policies / Alcoholic employees.

DELEGATION

11-33

Loban, Lawrence.

Delegation. Supervision, 42:5-7, October 1980.

Descriptors: *Delegation / Supervisors--Responsibilities.

ELECTRONIC DATA PROCESSING PERSONNEL

11-34

Menkus, Belden.

People spells success ... and failure. Journal of systems management, 31:12-15, September 1980.

Descriptors: *Electronic data processing personnel--Attitudes / *Human relations.

11-35

The push-button criminals of the '80s. U.S. news & world report, 90:39-40, September 22, 1980.

Descriptors: *Computer crimes / *Electronic data processing departments--Security measures.

EMPLOYEE CONDUCT

11-36

Solomon, Corrine J.

Dressing guidelines for industrial employment. Occupational health & safety, 49:56-57, September 1980.

Descriptors: *Employee rules / *Work clothes / Industry.

EMPLOYEE HEALTH AND MEDICAL CARE

11-37

Bartko, Mildred

Administering medications in the occupational health setting. Occupational health & safety, 49:58-60+, September 1980.

Descriptors: *Medical care--Administration / *Nurses--Responsibilities / *Drugs.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

11-38 Ie568.5 .Un85b

U.S. Public Health Service.
Bureau of Medical Services. Washington, 1980. 20p. (HHS publication no. (HSA) 80-2004 (rev.) June 1, 1980)
Descriptors: *Health, Employee / *Medical care / Federal employees.

EMPLOYEES' COMPENSATION

11-39

Leavitt, Stephen S.
Determining compensable workplace stressors. Occupational health & safety, 49:38-39+, September 1980.
Descriptors: *Employees' compensation--Administration / *Stress, Psychological / *Psychiatrists--Responsibilities / Health, Employee.

EQUAL OPPORTUNITY IN EMPLOYMENT

11-40 S/C

Adams, Carolyn A.
Constitutional law: veterans' preference statute survives gender-based equal protection challenge. Washburn law journal, 19:365-373, Winter 1980.
Descriptors: *Veterans--Preference--Cases / *Sex discrimination--Cases.

11-41 Ie152 .AL1c

Alaska Advisory Committee to the U.S. Commission on Civil Rights.
Changing commitment into action; employment of women and minorities in Alaska state government. Washington, U.S. Govt. Print. Off., 1980. 105p.
Descriptors: *Equal opportunity in employment--Administration--Evaluation / *Women--Employment / *Minority groups--Employment / State employees / Part-time workers.

11-42

Axworthy, Lloyd.
Affirmative action in Canada. Canadian personnel and industrial relations journal, 27:13-15, September 1980.
Descriptors: *Affirmative action / *Canada.

11-43

Bloch, Howard R. and Robert L. Pennington.
Measuring discrimination; what is a relevant labor market? Personnel, 57:21-29, July-August 1980.
Descriptors: *Discrimination / *Equal opportunity in employment / *Labor force--Statistics / Local government / Virginia / District of Columbia / Maryland.

11-44

Decker, Phillip J.
Homosexuality and employment: a case law review. Personnel journal, 59:756-760, September 1980.
Descriptors: *Homosexuals--Cases / *Discrimination--Cases / *Civil rights / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

11-45 S/C

D'Zurilla, William T.

Labor law--employment discrimination--voluntary affirmative action plan with racial quota does not violate Title VII of the Civil Rights Act of 1964. Tulane law review, 54:244-262, December 1979.

Descriptors: *Affirmative action plans--Cases / Discrimination--Cases / Industry.

11-46 M-Fiche

Miller, Neal.

Employer-barriers to the employment of persons with records of arrest or convictions; a review and analysis. Springfield, Va., National Technical Information Service, 1979. 101p. (PB80-131972)

Descriptors: *Offenders--Employment / *Equal opportunity in employment / Literature reviews.

11-47 S/I

Mulshine, Kevin.

Constitutional law--equal employment law--discrimination in employment on Capitol Hill: some alternative solutions Davis v. Passman. Howard law journal, 23:541-558, no. 3 1980.

Descriptors: *Women--Discrimination--Cases / *Congressional staff / *Equal opportunity in employment.

11-48 S/I

Reid, Herbert O., Sr.

Assault on affirmative action: the delusion of a color-blind America. Howard law journal, 23:381-428, no. 3 1980.

Descriptors: *Affirmative action / *Affirmative action plans--Cases / *Afro-Americans--Tests--Cases / Tests, Achievement / Equal opportunity in education.

11-49

Scherschel, Patricia M. and Steve Huntley.

Fat people fight back against bias. U.S. news & world report, 89:69-70, September 29, 1980.

Descriptors: *Discrimination / *Qualifications--Physical standards / *Weight / Beauty, Personal / Minority groups--Discrimination.

11-50

Wetzel, Frances L.

The Bennett Amendment--Title VII and gender-based discrimination. Georgetown law journal, 68:1169-1190, June 1980.

Descriptors: *Women--Discrimination--Cases / *Pay rates--Cases / Correctional workers--Pay / County officials and employees.

ETHICS

11-51

Code of ethics for the professional secretary. Secretary, 40:5-7, August-September 1980.

Descriptors: *Ethics / *Secretaries.

ETHICS (Cont'd)

11-52 H62 .F31f

Federal regulations; ethical issues and social research, edited by Murray L. Wax and Joan Cassell. Boulder, Colo., Westview Press, 1979. 250p. (AAAS selected symposia series)

Descriptors: *Social sciences--Research / *Social policy--Research / *Ethics / Contracts, Government / Administrative agencies--Rules and practice.

11-53

Kaufman, Andrew L.

A critical first look at the model rules of professional conduct. American Bar Association journal, 66:1075-1079, September 1980.

Descriptors: *Attorneys / *Legal ethics / *Attorneys--Responsibilities.

11-54

Litke, Arthur and Stephen E. Loeb.

The AGA code of ethics: a comprehensive update. Government accountants journal, 29:17-24, Summer 1980.

[AGA = Association of Government Accountants]

Descriptors: *Professional ethics / *Employee rules / *Accounting--Societies.

EXECUTIVES

11-55

Davis, Tim R. V. and Fred Luthans.

Managers in action: a new look at their behavior and operating modes. Organizational dynamics, 9:64-80, Summer 1980.

Descriptors: *Executive effectiveness / *Organizational behavior / *Executives--Responsibilities.

11-56 Ie124 .W84s

Women's City Club of New York, Inc.

Survey of women in executive positions in New York City government. Prepared by Status of Women Study Group. New York, 1979. 1v.

Contents: Pt. 1, Women in administrative/supervisory positions in New York City public schools; pt. 2, Women in executive/administrative positions in the City University of New York; pt. 3, Women in policy-making and high level administrative positions in planning, buildings, housing, sanitation and environmental protection agencies.

Descriptors: *Women executives--Employment / *Women college professors / *women supervisors / New York (City)--Civil service.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

11-57

Abdel-Halim, Ahmed A.

Effects of person-job compatibility on managerial reactions to role ambiguity. Organizational behavior and human performance, 26:193-211, October 1980.

Descriptors: *Executives--Characteristics--Research / *Social role--Research / *Executives--Attitudes--Research / Personality / Stress, Psychological / Achievement motivation / Job factors.

11-58 Id122 .H66a 1980

Hodgetts, Richard M. and Max S. Wortman, Jr.

Administrative policy; text and cases in strategic management. 2d ed. New York, Wiley, 1980. 712p.

Descriptors: *Executives--Abilities--Case studies / *Policy sciences--Case studies / *Industry--Social aspects--Case studies / Decision-making.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

11-59
Leavitt, Harold J. and Jean Lipman-Blumen.
A case for the relational manager. Organizational dynamics, 9:27-41, Summer 1980.
Descriptors: *Executives--Characteristics / *Leadership style / *Human relations / Achievement motivation.

11-60
Lenhart, Harry A., Jr.
The tough new faces on company boards. U.S. news & world report, 89:83-86, October 6, 1980.
Descriptors: *Directors of corporations--Characteristics.

11-61 Ie124 .L99d
Lynch, Edith M.
Decades--lifestyle changes in career expectations. New York, AMACOM, 1980. 144p.
Descriptors: *Executives--Attitudes / Employee attitudes / Success in employment / Career planning.

11-62
Staats, Elmer B.
Career challenges in a changing civil service. GAO review, 15:34-36, Summer 1980.
Adapted from a speech presented to the National Civil Service League, March 20, 1980.
Descriptors: *Executives--Abilities / *Civil service reform / Federal government.

11-63 Ie124.5 .Su3w
Sugarman, Jule M.
What managers are saying. Washington, 1980. 32p.
Adapted from remarks delivered at the second annual Management Conference, Cherry Hill, N.J., February 12, 1980.
Descriptors: *Executives--Attitudes / *Federal government--Public opinion / *Work values / Federal government.

EXECUTIVES--COMPENSATION

11-64
Allen, Frank.
Mobile managers get greater pay, especially if they join new firms. Wall Street journal, 196:37, October 6, 1980.
Descriptors: *Executives--Mobility / *Executives--Pay / *Executives--Characteristics.

11-65
Allen, Frank.
Women managers get paid far less than males, despite career gains. Wall Street journal, 196:35+, October 7, 1980.
Descriptors: *Executives--Pay / *Women executives--Pay / *Women executives--Characteristics.

11-66
Sandver, Marcus H. and Herbert G. Heneman, III.
Analysis and prediction of top national union officers' total compensation. Academy of Management journal, 23:534-543, September 1980.
Descriptors: *Executive compensation--Research / *Unions--Officers--Pay.

EXECUTIVES--HEALTH AND MEDICAL CARE

11-67

Cooper, Cary L. and Andrew Melhuish.

Occupational stress and managers. Journal of occupational medicine, 22:588-592, September 1980.

Descriptors: *Executives--Health--Research / *Executives--Mental health--Research / *Stress, Psychological / Executives--Characteristics--Research / Great Britain.

11-68

Horovitz, Bruce.

Bouncing back from a personal setback. Industry week, 206:54-60, September 1980.

Descriptors: *Executives--Mental health / *Stress, Psychological / Death--Psychological aspects / Executives--Attitudes--Case studies.

EXECUTIVES--RESPONSIBILITIES

11-69

Managers must run show, Sugarman tells outsiders. Federal times, 16:14, October 13, 1980.

Report of a speech by Jule M. Sugarman, Deputy Director of the U.S. Office of Personnel Management, before the Federal Executive Institute Alumni Association in Washington.

Descriptors: *Executives--Responsibilities / *Management accountability / *Responsibility / Federal government.

11-70

Peters, Thomas J.

Management systems: the language of organizational character and competence. Organizational dynamics, 9:2-26, Summer 1980.

Descriptors: *Executives--Responsibilities / *Management methods / *Organizational effectiveness / Organizations--Climate / Culture.

EXECUTIVES--SELECTION AND TESTS

11-71 Ie124 .M22s

McLane, Helen J.

Selecting, developing and retaining women executives; a corporate strategy for the eighties. New York, Van Nostrand Reinhold, 1980. 248p.

Descriptors: *Women executives--Selection / *Women executives--Training / *Affirmative action / Women executives--Attitudes / Executives--Placement.

11-72 Ia11.55 .Un35v

U.S. Office of Personnel Management.

Validation of the administrative law judge examination. Prepared by Amiel T. Sharon, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1980. 111p. (Personnel research report 80-15)

Descriptors: *Administrative law judges--Tests / *Administrative law judges--Selection / *Test validity--Research / Job analysis / Federal government.

EXECUTIVES--TRAINING

11-73

Digman, Lester A.

Management development: needs and practices. Personnel, 57:45-57, July-August 1980.

Descriptors: *Management development--Methods / *Executives--Training.

EXECUTIVES--TRAINING (Cont'd)

11-74

Schwabe, Charles J.

Professional development--it's for you. Public management, 62:2-5, August 1980.

Descriptors: *Management development--Planning / Municipal government / City managers / Mayors.

11-75

A surprise CBS morale-booster. Business week, p. 125-126, October 20, 1980.

Descriptors; *Executives--Training / *Residential training programs / Training courses of study.

FREEDOM OF INFORMATION

11-76 Ia21 .Un35i 1980 (Sept.)

U.S. Office of Personnel Management.

Index to information; September 1980 supplement to the June 1980 issue. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1980. 9p. (OPM document no. 1)

Descriptors: *Freedom of information / *Government publications--Indexes / Federal government.

GRIEVANCES AND APPEALS

11-77

Byrd, Pratt.

Grievances: some elementary considerations. Foreign Service journal, 57:33-34, October 1980.

Descriptors: *Foreign service officers--Grievances.

11-78

Hayford, Stephen L. and Richard Pegnetter.

Grievance adjudication for public employees: a comparison of rights arbitration and civil service procedures. Arbitration journal, 35:22-29, September 1980.

Descriptors: *Grievances--Procedures / *Grievance arbitration / *Civil service / State government.

11-79 Ie529 .Un679h

U.S. Merit Systems Protection Board.

How to file an appeal with the U.S. Merit Systems Protection Board. Washington, U.S. Govt. Print. Off., 1980. Leaflet.

Descriptors: *Appeals--Procedures / *Adverse actions--Appeals / *U.S. Merit Systems Protection Board / Federal government.

HANDICAPPED

11-80

Bolton, Brian.

Second-order dimensions of the Work Values Inventory (WVI). Journal of vocational behavior, 17:33-40, August 1980.

Descriptors: *Work values--Research / *Motivation research / *Physically handicapped--Attitudes.

11-81 S/I

The changing workforce and how to manage it. Journal of contemporary business, 8:33-42+, no. 4 1979.

Partial contents: The changing workforce: an introduction, by Dennis E. Mithaug; Negative employer attitudes toward hiring the handicapped: fact or fiction?, by Dennis E. Mithaug; Handicapped individuals in the changing workforce, by Peter M. Jamero; An employer's guide to employment and disability, by Julie Wysocki and Paul Wysocki; could a blind person do your job?, by Jerome R. Dunham; The disabled: an untapped labor market, by Walter W. Ashcraft; Non-sheltered competitive employment of the mentally retarded adult: research to reality?, by Frank R. Rusch and Richard P. Schutz; The severely retarded employee: a new face in the labor market, by G. Thomas Bellamy, E. Francis Bertrand and Robert H. Horner; Employer and nonhandicapped co-worker perceptions of moderately and severely retarded workers, by Mark Hill and Paul Wehman.

Descriptors: *Handicapped--Employment / *Mentally retarded--Employment / *Handicapped--Characteristics / Attitude surveys / Blind--Employment.

11-82

Felton, Jean S.

Medical acceptance of the 'handicapped' worker. Occupational health & safety, 49:48-49+, September 1980.

Descriptors: *Physically handicapped--Employment / *Career staffing / *Physicians--Responsibilities / Physicians--Attitudes / Medical and physical examinations / Supervisors--Attitudes.

11-83 S/I

Jacobs, Roger B.

Employment discrimination and the handicapped: some new teeth for a "paper tiger"--the Rehabilitation Act of 1973. Howard law journal, 23:481-519, no. 3 1980.

Descriptors: *Handicapped--Discrimination--Law and legislation / *Handicapped--Discrimination--Cases.

11-84 S/C

Milk, Leslie.

But can they do the job? Human rights, 9:16-17+, Spring 1980.

Descriptors: *Handicapped--Employment / *Handicapped--Employment--Cases / *Architectural barriers.

11-85 M-Fiche

U.S. General Accounting Office.

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Cramer, Dorothy J.
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Davidson, Jeff.
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Descriptors: *Leadership style--Research / *Executives--Abilities--Research / Supervisors / Human relations.

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Adams, Roy J.
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Descriptors: *Leave of absence / Canada.

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Beehr, Terry A., Thomas D. Taber and Jeffrey T. Walsh.
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Descriptors: *Motivation research / *Management--Research / *Leadership--Research / College students--Attitudes--Research / Women--Characteristics--Research.

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Descriptors: *Achievement motivation--Research / *Motivation theory / *Women--Motivation--Research / Women--Characteristics--Research.

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Descriptors: *Motivation research / Job factors / Job design / Need satisfaction / Federal government.

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Descriptors: *Motivation research / *Need satisfaction--Research / Professional employees--Characteristics--Research / Engineering / Management.

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Gayle, J. B. and F. R. Searle.
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Descriptors: *Motivation / *Motivation-hygiene theory / Industrial relations / *Job satisfaction.

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Descriptors: *Motivation / *Leadership style / *Executives--Education / Executives--Abilities / Productivity.

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OCCUPATIONS AND OCCUPATIONAL CHOICE

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Descriptors: *Secretaries.

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Benninger, William B. and W. Bruce Walsh.
Holland's theory and non-college-degreed working men and women. Journal of vocational behavior, 17:81-88, August 1980.
Descriptors: *Occupational choice--Research / *Motivation research / *Women--Characteristics--Research.

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Tuthill, Mary.
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Descriptors: *Employment forecasts / *Job search / Employment opportunities.

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Wallace, Patricia E.
A study to identify career-ladder positions, records management tasks, and educational curricula for entry-level, intermediate, and advanced records management positions. Ann Arbor, Mich., University Microfilms, 1979. 178p.
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Descriptors: *Records administration--Research.

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Lilien, David.
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Descriptors: *Older worker--Employment / *Labor-force--Statistics / Literature reviews.

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Eisenbeis, H. Richard.
Work-unit technology, structure, leadership style and personnel: a contingency framework. Ann Arbor, Mich., University Microfilms, 1980. 218p.
Doctoral disseration, University of Arizona, 1980. Abstracted in Dissertation Abstracts International, 41:311-A, July 1980.
Descriptors: *Organizational effectiveness--Research / *Leadership style--Research / *Organizational characteristics--Research.

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Morris, James H. and Richard M. Steers.
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Descriptors: *Organizational commitment--Research / *Motivation research.

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Descriptors: *Evaluation research (Social action programs) / *Organizations--Climate / *Research administration--Evaluation / Great Britain.

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Descriptors: *Organizations / *Deviant behavior / *Organizational behavior / Psychology, Industrial.

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Motivation, leadership, and organization: do American theories apply abroad? Organizational dynamics, 9:42-63, Summer 1980.

Descriptors: *National characteristics--Comparative studies / *Culture / *Management theory / Overseas personnel--Characteristics / Achievement motivation / Hierarchy of needs / Leadership style / Organizational structure.

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Contents: Panama: where U.S. diplomacy is working; For Americans near the Canal, life goes on as before.

Descriptors: *Overseas personnel / *Overseas personnel--Pay / *Panama Canal Zone--Civil service / Federal government.

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Kuzela, Lad.

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Descriptors: *Participative management--Case studies / *Management methods--Case studies.

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Henderson, Richard.

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Descriptors: *Performance evaluation--Theory / *Performance evaluation--Methods / Performance evaluation--Administration / *Appraisal interviews.

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Hopkins, David S.

Marketing performance evaluation. New York, Conference Board, 1979. 11p. (Information bulletin, no. 53)

Descriptors: *Performance evaluation.

PERFORMANCE EVALUATION (Cont'd)

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Levine, Edward L.
Let's talk: discussing job performance. Supervisory management, 25:25-34, October 1980.
Descriptors: *Performance evaluation / *Appraisal interviews.

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McGuire, Peter J.
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Descriptors: *Performance evaluation--Administration--Evaluation / *Supervisors--Responsibilities / *Supervisors--Attitudes.

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McMillan, John D. and Hoyt W. Doyel.
Performance appraisal; match the tool to the task. Personnel, 57:12-20, July-August 1980.
Descriptors: *Performance evaluation--Methods / Management by objectives.

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Beach, Dale S.
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Descriptors: *Personnel administration--Addresses, essays, lectures / *Employee development / Career development / Equal opportunity in employment / Quality of working life / Performance-based pay / Ethics / Labor-management relations / *Personnel administration--Textbooks.

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Nkomo, Stella M.
Stage three in personnel administration: strategic human resources management. Personnel, 57:69-77, July-August 1980.
Descriptors: *Workforce planning / *Personnel administration--History / Personnel officers--Responsibilities.

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Descriptors: *Personnel officers--Attitudes / *Personnel administration--Evaluation / *Participative management.

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Descriptors: *Personnel administration--Addresses, essays, lectures.

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Walker, James W.

Human resource planning. New York, McGraw-Hill, 1980. 418p.

Descriptors: *Personnel administration / *Performance evaluation / *Organizational effectiveness / Career planning / Futures (of society).

PERSONNEL DEPARTMENTS

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Hercus, Terry and Diane Oades.

A diagnostic instrument to evaluate personnel practices. Canadian personnel and industrial relations journal, 27:24-26+, September 1980.

Descriptors: *Personnel departments--Evaluation / *Audits, Internal--Methods.

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Descriptors: *Personnel directors / *Personnel administration--Conferences.

PERSONNEL UTILIZATION

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Descriptors: *Productivity improvement / *Productivity / *Training.

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